



Head of Finance

Candidate Brief

December 2021

Respect

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Welcome



Thank you for your interest and good to meet you.

Respect has grown significantly in recent years from an annual turnover of less than £1m a year to over £3m in the current year.

The management of our finances is of fundamental importance to making the best use of the resources, plan for our future and to enable robust and timely decision making. As we grow and develop as an organisation we need to ensure that our financial procedures and processes are developed and maintained, along with concise and accurate reporting to funders, our senior leadership and our board. This leadership role is crucial to Respect and forms part of the foundations for us as an organisation.

I very much hope that you will want to join us to play an important role in achieving our vision.

I look forward to hearing from you.

Victoria Cousins

Operations Director



About Respect

Respect is a pioneering UK membership organisation in the domestic abuse sector.

Founded in 2000, we have built our expertise over the last 21 years in what was then a fledgling sector, and recently have seen significant and rapid growth.

Today, we have an income of almost £3m per year and more than 50 members of staff and anticipate further growth over the coming years.

Vision and values

Our vision is to end domestic abuse. It's a simple ask and a daunting task. We know it will take generations of hard work to get there.

In the meantime, we want to live in a world where domestic abuse is not tolerated, where perpetrators are held to account and survivors' safety and wellbeing is centred.



Our values

We are pioneering

We explore innovative ideas and develop new approaches with curiosity and rigour.

We are collaborative

We work in partnership with others who share our values to bring about individual, societal and systems change.

We are accountable

We listen to survivors and centre their needs in our work. We hold perpetrators to account for their behaviour and hold ourselves and our members accountable for ours.

What we do

We know that we cannot achieve our vision on our own. The scale of the problem is just too big and complex for one organisation alone to solve. It requires coordinated action across society, with everyone – specialist service providers, statutory agencies, policy makers, funders and commissioners, community groups and many others – working together.

We have chosen to focus on three key strands of work, so that:

- Perpetrators of domestic abuse: are held accountable, offered the chance to change, and stopped from causing further harm
- Young people who cause harm to family members/carers or in their intimate relationships: are offered responses that recognises both their vulnerability and the risk they pose
- Male victims of domestic abuse: are supported to escape and recover from the abuse they have experienced through a range of responses designed to meet their needs



As a 2nd tier organisation, we provide leadership across three main themes:

Influence

- We use our expertise, and that of our members, to help shape thinking and to influence policy, practice and legislation
- We push for strategic, well-funded, cross-government, multi-agency responses to domestic abuse which ensure that perpetrators are held to account and the needs of adult and child survivors are centred

Support

- We provide leadership and guidance to our members and the wider sector and create opportunities for networking, mutual support and shared learning
- We provide training and workforce development to help both specialist and frontline services and individuals to develop their skills and expertise
- We set standards for, and accredit, specialist responses to domestic abuse, both for perpetrators and male victims, to ensure that this work is safe, effective and accountable

Innovation

- We work with partners to develop and test innovative new responses to domestic abuse and support their delivery and scale up, including: Make a Change, Change that Lasts Wales, Drive, Safe and Together



- We work closely with research partners to develop the evidence base which underpins our standards/accreditation, captures the learning from new developments, and disseminates and promotes good practice
- We deliver the Respect Phonenumber for perpetrators and the Men's Advice Line for male victims of domestic abuse

Respect has seen significant growth from small (less than £1m) to medium sized (nearly £3m) in just a few years and now has a staff team of 55 people.

The last few years have brought significant growth and change, not just at Respect but across the domestic abuse sector. Momentum has been building for a step change in tackling domestic abuse, and attitudes are shifting.

Last year Respect, with our Drive partners, led a **Call to Action** signed by over 70 organisations, which successfully persuaded the government to commit to a perpetrator strategy in the new Domestic Abuse Act.

With our partners we are now calling for the government to ensure that this perpetrator strategy is comprehensive, cross-departmental and multi-agency with sustainable funding to support its delivery.

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Context for the appointment

As an organisation we are going through a period of growth, this is reflected in the demand for our services and influence but also includes a strong commitment to understanding who we are and how we function.

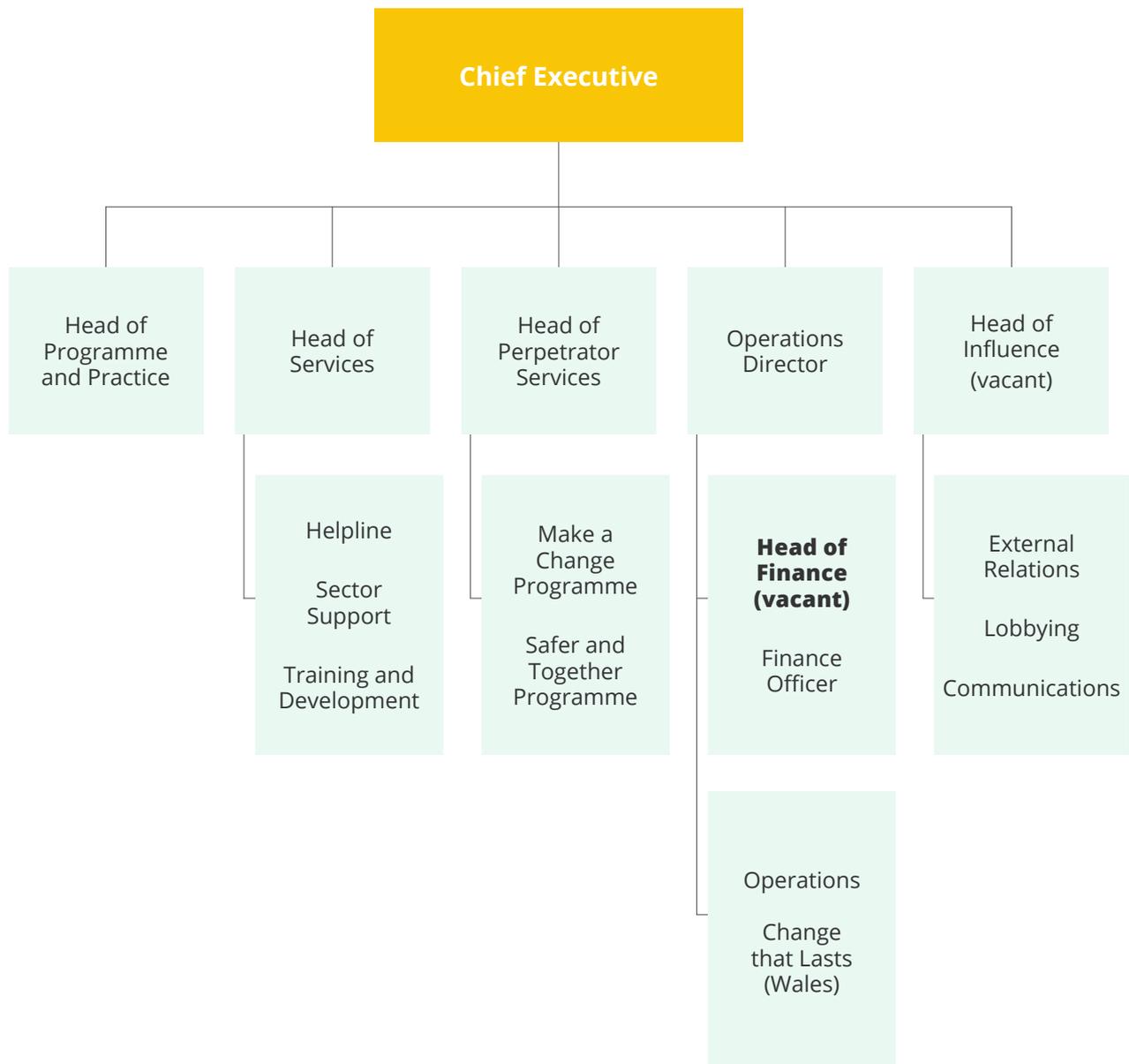
We have recently published our 2021–24 strategy and we are looking for someone to build on the existing work of our finance team, identify areas for improvement and develop our finance systems allowing us to make strategic evidence based financial decisions, helping to shape the use of our resources and the direction of the charity.





Organisational chart

Management functions





Job description

Job title: Head of Finance

Reports to: Operations Director

Direct reports: Finance Officer

Salary: £54,635-£57,820 (Point 53-56) pro rata,
including ILW

Hours: Full time (35 hours) or 4 days (28 hours) per week

Location: Hubhub, 20 Farringdon St, London, EC4A 4AB
plus flexible homeworking

Benefits: A generous package including
25 days holiday a year,
6% employee pension scheme,
childcare voucher scheme,
cycle-to-work scheme

Key responsibilities

The Head of Finance is a member of Respect's Senior Leadership Team (SLT), responsible for:

- Financial management and control
- Financial compliance and risk
- Development of systems and processes to ensure all staff are equipped to manage budgets and contribute to reporting and sound financial management



Financial management and control

- Oversee day to day finance operations, in accordance with Respect's policies and procedures and charity Statement of Recommend Practice (SORP) requirements
- Prepare accurate and timely annual budgets and quarterly management accounts and supporting commentary (including forecasting and cash flow) for presentation to the SLT and Trustees
- Lead the timely financial reporting to board and sub groups ensuring information is clear easily understandable to those with a range of finance skills
- Maintain banking relationships and monitor cashflow to ensure that Respect has sufficient funds available to meet payments as they fall due
- Close the books at the end of the financial year
- Oversee the annual audit, providing the auditors with all the necessary information to enable them to complete their audit and prepare the statutory accounts
- Oversee, review, develop and implement Respect's finance strategy, systems, policies and procedures
- Ensure Respect has robust anti-fraud and anti-bribery and corruption measures in place
- Provide financial advice and reports to the SLT and other budget holders as required



Financial compliance and risk

- Ensure compliance with all taxation matters, primarily but not limited to VAT, PAYE and GiftAid, liaising as appropriate with Respect's professional advisers
- File Respect's annual returns and accounts with Companies House and the Charity Commission in accordance with the required timeframes
- Ensure Respect has appropriate insurance
- Manage financial risk, taking a proactive approach in identifying and mitigating risks, reporting to SLT and to the board
- Ensure all Respect's contracts are good value, fit for purpose and comply with Respect's procurement policy, including overseeing contracts for office facilities, IT, telecommunications, , payroll, insurance, audit

Working with others, managing self

- Development of systems and processes to ensure all staff are equipped to manage budgets and contribute to reporting and sound financial management
- Line manage Respect's Finance Officer, ensuring that they are supported through induction, training, supervision and appraisal in accordance with Respect policies and procedures, taking action to manage issues of conduct or capability, including formal disciplinary investigations/ action, and to resolve issues of grievance in accordance with policies and procedures
- Attend Respect's Senior Leadership Team meetings, working closely with other SLT members to help further Respect's goals
- Report to Respect's Board meetings and sub-groups
- Maximise own personal development by positively contributing to induction, supervision, training and appraisal
- Conduct all work in a professional manner, in keeping with the aims and principles of Respect and complying with all Respect policies and procedures and legal requirements
- Carry out any other duties as required by the CEO/Operations Director and the Board of Trustees



Our values and what these mean for this role in practice:

Pioneering:

Respect has grown considerably. The successful post holder will lead our work with our trustees, senior leaders and staff team to develop the financial systems and processes that ensure Respect is a sustainable, effective and efficient organisation, keeping up to date with best practice and making recommendations to ensure effective and efficient compliance with legal requirements.

Collaborative:

Building strong relationships and working with others to gather information, identifying areas of development, and ensuring staff have the skills and knowledge to effectively manage the finances of their projects and workstreams.

Accountable:

Through leading our financial processes and reporting, the post holder will take responsibility for ensuring that all reporting is accurate and on time so that we can work together to make sound and informed decisions.





Person specification

Skills and experience

- At least five years post qualification experience, including experience of a leadership role in managing a small finance team
- Excellent knowledge and understanding of charity SORP requirements
- Experience of producing clear, accurate management and financial accounts with supporting narrative
- Experience of setting a complex, whole organisation, multi-project budget, monitor progress against budget and produce forecasts to year end
- Evidence of effectively managing and controlling the complex range of tasks to ensure Respect adheres to the highest standards of financial accounting, risk management and legal compliance
- Ability to see the “big picture”, ensuring an understanding of the overall financial position and risks faced by Respect at any point in time
- High attention to detail, with excellent planning, organisational, and time management skills
- Track record of developing and maintaining effective financial, risk and compliance systems, records, policies and procedures
- Experience of managing whole organisation cashflow with accurate cashflow forecasting mechanisms
- Track record of communicating complex information clearly and concisely, both verbally and via written reports, particularly to non-finance staff and Board members
- Able to adapt to the changing needs of a small charity and shift priorities accordingly
- Proactive and self-motivated, able to take initiative, and work independently within a collaborative team



Knowledge

- An understanding of the root causes of domestic abuse and the experiences and needs of survivors (desirable)

Other

- Ability to demonstrate a commitment to and understanding of Respect's values, vision and standards
- A commitment to being anti-racist, anti-discriminatory and anti-oppressive and actively working this in your role
- Willingness to travel and work occasional weekends and evenings as required

Qualification

- A relevant accounting qualification
- Member of a recognised professional accounting body

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How to apply

For an informal conversation about the role, please contact our recruitment partner, NFP Consulting:

Carroll Lloyd Director | NFP Consulting
07765 001 033 carroll.lloyd@nfpconsulting.co.uk



Apply online www.nfpconsulting.co.uk/Respect-Finance

Application is by way of CV with a Supporting Statement that should set out your motivations for applying and how your work experience to date meets the scope of the responsibilities. As a general guide, your Supporting Statement should be around two sides of A4.

We particularly welcome applications from individuals from a wide range of backgrounds and across all protected characteristics, particularly from people from the following under-represented groups on our staff team:

- Black and minoritised people
- Disabled people

We always welcome and support applications from those who have personal experience of domestic abuse.

Closing date: 17th January 2022

Selection process and timescales

Stage 1:

First round of screening interviews will be conducted by NFP Consulting, which will be via video.



Stage 2: Thursday 3rd February

The intention is to hold the second and final interviews on-site at Respect's offices and in full compliance with the legal requirements and Government guidance for the containment of the spread of COVID that apply at the time.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing any part of the selection process. Any requests will not be taken into account in the selection process.

